

Strasbourg, 22 February 2016

DS/CDDECS(2016)1

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## **Retention/Disposal schedule Directorate of Human Dignity and Equality DG II – General Directorate of Democracy**

### **Extract concerning the European Committee for Social Cohesion, Human Dignity and Equality (CDDECS)**

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#### **1. Activities**

The European Committee for Social Cohesion, Human Dignity and Equality (CDDECS), active from 1 January 2014 to 31 December 2015, oversaw and co-ordinated the intergovernmental work of the Council of Europe in the fields of social cohesion, human dignity, equality and anti-discrimination, and advised the Committee of Ministers on all questions within its area of competence.

#### **2. Explanatory Notes**

##### *Abbreviations used in this schedule*

CM: Committee of Ministers  
CoE: Council of Europe  
Congress: Congress of Local and Regional Authorities of the Council of Europe  
PACE: Parliamentary Assembly of the Council of Europe  
PD: personal data  
PR: Permanent Representation  
SecCDDECS: Secretariat of CDDECS

##### *Access and declassification*

Official documents are classified and declassified according to [Resolution Res\(2001\)6 on access to Council of Europe documents](#), adopted by the Committee of Ministers on 12 June 2001. Internal documents will be declassified after 30 years, with respect for personal data protection.

The access classification level 'Confidential (SecCDDECS)' in this schedule signifies access by the Committee secretariat. If applicable, documents can be shared with members of the CDDECS and Permanent Representations, as indicated in this schedule.

**3. Signatures**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Secretary to the Committee	Michèle Akip		
Archives correspondent	Susana Nunes		
Head of Information Management Division	Eva Sodomova		

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>C.50. Conducting committees</b>							
<b>RS005 Committee membership records</b> Includes the following sub-series:							
<b>CDDECS membership records</b> Records documenting the nomination of experts as CDDECS members. Includes relevant exchanges between the secretariat (Director General) and the Permanent Representations.	Master	E-mail, sometimes with attachment (RMS)	10 years	Review for useful information	Confidential (SecCDDECS)	Shared with the PR concerned. A copy of the letter from the Director General to the Permanent Representations is kept by the Director General's secretariat.	By country
<b>RS010 Committee meeting preparation records</b> Includes the following sub-series:							
<b>CDDECS Bureau meeting preparation records</b> Exchanges between the CDDECS secretariat and the CDDECS Bureau members or the Permanent Representations. May include e-mails containing draft concept papers.	Master	E-mail with Word attachment (PF)	5 years	Destruction	Confidential (SecCDDECS)	Shared with the CDDECS Bureau members and the PR concerned.	By meeting
<b>CDDECS meeting and document preparation records</b>	Master	E-mail with Word attachment	5 years	Destruction	Confidential (SecCDDECS)	Shared with the persons concerned.	By session or opinion

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
Records documenting the preparation of CDDECS meetings and documents, including opinions requested by CoE bodies (CM, PACE, Congress) or entities: - Exchanges with CDDECS members, experts, speakers, RP and the CoE bodies and entities concerned - Draft documents - Requested opinions.		(PF)				Opinions are integrated into CM, PACE and Congress documents.  When opinions become CDDECS referenced documents, they are filed under RS050-CDDECS meeting records.	
<b>RS030 Committee convocation records</b> Includes the following sub-series:							
<b>CDDECS Bureau convocation records</b> - Signed convocation letter to CDDECS Bureau members with e-mail cover page - Letter confirming invitation for CDDECS Bureau members requiring a visa.	Master	E-mail, with Word and PDF attachments (PF)	5 years after Committee meeting	Destruction	Restricted		By meeting
<b>CDDECS convocation records</b> - Signed convocation letter to CDDECS members, participants and observers with e-mail cover page	Master	E-mail, with Word and PDF attachments (PF)	5 years after Committee meeting	Destruction	Restricted		By session

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
- Invitation letter to speakers - Letter confirming invitation for CDDECS members requiring a visa.							
<b>Administrative exchanges with delegations</b> Exchanges with delegations concerning participation, reimbursement, prepaid travel and so on. Include exchanges regarding CDDECS members' participation at events.	Master	E-mail (PF)	Keep until end of meeting and transfer of information to DPFL	Destruction	Confidential (SecCDDECS)	Shared with the PR and committee members concerned.	By session
<b>RS050 Committee meeting records</b> Includes the following sub-series:							
<b>CDDECS Bureau meeting records</b> Records documenting the meetings of the Bureau of the European Committee for Social Cohesion, Human Dignity and Equality (CDDECS). - Agenda - Meeting report.	Master	Word (RMS)	Permanent	Preservation	Public		By meeting
<b>CDDECS meeting records</b> Records documenting	Master	Word (RMS) If Word not	Permanent	Preservation	Public	Annotated agendas and agendas are	By session

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<p>the meetings of the European Committee for Social Cohesion, Human Dignity and Equality (CDDECS).</p> <ul style="list-style-type: none"> <li>- Brief list of participants</li> <li>- Annotated agenda</li> <li>- Agenda</li> <li>- Working documents</li> <li>- Information documents, including member states' presentations</li> <li>- Speakers' presentations</li> <li>- Abridged meeting report without PD</li> <li>- Full meeting report without PD.</li> </ul>		available, PPT or PDF				<p>declared as records after the meeting. This practice was introduced after the 3<sup>rd</sup> session (27-29 May 2015). The word 'Draft' has been left on annotated agendas and agendas. Even brief lists of participants (name, country, function) require approval by participants. The abridged meeting report is transmitted to the CM which issues a new document with a CM reference.</p>	
<ul style="list-style-type: none"> <li>- Detailed list of participants.</li> </ul>					<p>Restricted (to be changed manually in the RMS)</p>	<p>No declassification due to personal data protection.</p> <p>To be shared with committee members.</p>	

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
<b>Transitory records related to conducting committees</b> - Lists of CDDECS referenced documents. Include sub-committee documents. - Convocation letter templates.	Master	Word (PF)	Keep current		Confidential (SecCDDECS) Sub-committee documents are managed by sub-committees. They are listed here for reference only.		n/a
<b>C.70. Organisation of conferences and events</b>							
<b>RS010 Conference and event organising records</b> Includes the following sub-series:							
<b>CDDECS conference and event organisation records</b> Records documenting the organisation of the Council of Europe Conference 'Council of Europe and the role of National Human Rights Institutions, Equality bodies and Ombudsman offices in promoting equality and social inclusion', held in Helsinki from 10 to 11 December 2015. Includes speaking notes, exchanges with participants (internal and external), invitation	Master /Copy	E-mail, Word, PDF (RMS)	10 years	Destruction	Confidential (SecCDDECS)	Masters of service contracts (in paper format) are kept by the Directorate's finance section.	n/a

Series: title, description	Master / Copy	Medium, format & storage	Retention period	Disposition	Access classification level	Notes / Rationale	Folder structure
letters and copies of service contracts.							
<b>RS050 Conference and event records</b>							
<b>CDDECS 2015 conference records</b> Records documenting the Council of Europe Conference 'Council of Europe and the role of National Human Rights Institutions, Equality bodies and Ombudsman offices in promoting equality and social inclusion', held in Helsinki from 10 to 11 December 2015. - Conference programme - Working documents - Presentations.	Master	Word, PPT, PDF (RMS)	10 years	Review for preservation	Public		chronologically